



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
FIRE PREVENTION DIVISION  
500 JAMES ROBERTSON PARKWAY 3<sup>rd</sup> Floor  
NASHVILLE, TENNESSEE 37243  
Phone: (615) 741-2981

**MEMORANDUM**

**TO: All Fire Chiefs**

**FROM: Emmett H. Turner, Assistant Commissioner**

**DATE: August 27, 2004**

**RE: 2004 Fire Prevention Week Poster Contest**

**The following guidelines have been established to assist in the management of this year's poster contest:**

1. The poster contest is open to all students in grades K-12 and special education.  
**One** winner will be chosen from each grade. **Special Education classes are** divided into two grade groups to help equal out the competition.  
**One** winner will be picked from the K-5 level and one winner will be picked from the 6-12 grade level. This will give us a total of 15 winners this year.
2. Posters must be the original work of the students and must follow the National Fire Protection Association's theme of: ***"It's Fire Prevention Week, Test Your Smoke Alarms!"***
3. Posters may be any size and may be drawn, colored, painted or three dimensional.
4. All entries **MUST** have the following on the back of the poster:
  - A. Child's name

- B. Child's complete home address
- C. Child's home phone
- D. Grade (Note special education ...if appropriate)
- E. School's name
- F. Teacher's name
- G. Fire Department's name

Memorandum to all Fire Chiefs

Page Two

August 25, 2004

- H. Fire Department's address
- I. Fire Department's phone number
- J. Fire Department's contact person

For your convenience, we created the enclosed form with all pertinent information that is required to be displayed on the back of each poster. Please feel free to copy and use as needed. Hopefully, this will help to ensure that posters are not disqualified due to lack of information.

**NOTE: OMISSION OF ANY OF THE ABOVE INFORMATION WILL BE GROUNDS FOR DISQUALIFICATION. FIRE DEPARTMENTS....PLEASE BE SURE TO CHECK FOR THIS INFORMATION BEFORE SUBMITTING THE POSTERS TO THE STATE FIRE MARSHAL'S OFFICE.**

- 5. All entries must be submitted to the homeroom teachers by **September 20, 2004.**
- 6. All homeroom teachers must select a winner from their class and deliver it to the school's principal by **September 24, 2004.**
- 7. Principals must select **one winner for each grade**, K-12, and two winners for special education (one each in K-5 and 6-12) by **September 30**, then forward the winning posters to their sponsoring fire department(s) who may display them during fire prevention week. Fire department(s) must have their winning posters submitted to this office no later than **November 19, 2004**, for statewide competition.
- 8. State judging will be held December 10, 2004, in Nashville, and winners will be notified (after the Fire Chiefs receive notification) soon after that date. A list of winners will be sent to all fire departments submitting posters so they can advise their participating schools.

Thank you for all of your public fire education endeavors, and thank you especially for your help with the poster contest this year.

EHT:KS:dt